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12 September 1950

MEMORANDUM FOR: CHIEF, MEDICAL STAFF

FROM : Assistant Director, OCD

SUBJECT : Records Inventory

REFERENCES : a Administrative Instruction []
subject "Records Management", dated
7 November 1949.

25X1

b CIA Notice [] subject "Records
Inventory", dated 20 April 1950.

25X1

1. Reference a set forth Agency policy governing the development of an active CIA Records Management Program. As the first step, it called for taking an inventory of all records maintained in CIA. Reference b outlined the procedure for doing this and directed each Office and Staff Section to submit pre-inventory lists prior to the execution of Inventory Report Forms 60-74.

2. The pre-inventory lists have been received and reviewed. To date, however, your Office has not completed the execution of Forms 60-74. The receipt of these forms from all Agency units is an essential part of the Program. No comprehensive analysis of Agency records and files can be made, and disposal or microfilming schedules cannot be issued until all forms are in and collated.

3. It is therefore requested that you expedite this activity within your Office so that all Inventory Report Forms, properly executed, will be forwarded to the Records Management Branch, OCD, by 22 September 1950.

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CC:

Chief, CIA Library (2)

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